

HOW TO BECOME AN EDUCATION PROVIDER:

To become an Education Provider you must apply on-line at:

https://sbs-il.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp

Scroll to Provider Application and Click Here to complete the application. Once the Department approves your application the Department will create your provider ID and password. Once you are notified of your approval and your ID and password have been created you will be able to login and “Submit Course Application” on the main menu. Courses may be a maximum of 12 credit hours.

Classroom classes must be accompanied by a timed outline. Self-study courses need proof of content and a copy of the exam. If the self-study course is a publisher’s course you must verify with the Department of Insurance that the course has been previously approved.

Provider fee is \$1,000.00 and new course fees are \$50.00 for each course submitted.

INSTRUCTOR REQUIREMENTS:

Instructors are required to hold a Bachelor’s degree or have three (3) years experience in the course subject matter. Providers must maintain evidence of such qualifications while the instructor is actively engaged in instructing the course and for one year thereafter.

REPORTING REQUIREMENTS:

Providers must report students who have successfully completed a pre-licensing or continuing education course to the Director. To report student’s hours you will need to login to the Insurance Education Provider Login page https://sbs-il.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp with your user ID and password; select “Upload Course Roster File”. Providers also have the ability to “Input Course Roster Manually. Please be sure to verify the National Producer Number (NPN) is correct before reporting student’s hours.